

CITY OF HOUSTON

Job Posting

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1 2 Applications accepted from:

Job Classification

Reporting Location

Workdays & Hours

Posting Number

Department **Division**

Section

All PERSONS INTERESTED Two (2) Positions Available

LIBRARY SERVICE SPECIALIST (Young Adult)

PN# 112313

Library Department

South District*

Frank Branch and Walter Branch* 6440 West Bellfort 7660 Clarewood*

Rotating Schedule*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

The Houston Public Library seeks individuals with a high level of knowledge, creativity and energy to provide reference services to the public specializing in services to teens (target age group: ages 12 to 18). Assists customers in use of electronic catalog, reference materials, and the Internet. Assists with development of programs for middle and high school students. Assists with outreach and promotion of library programs. Assists with the development and maintenance of materials collections. Other duties as assigned. Requires some evening and weekend shift (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11 <u>MINIMUM EDUCATIONAL REQUIREMENTS</u>

Bachelor's degree in Library Science or a closely related field.

12 MINIMUM EXPERIENCE REQUIREMENTS

None

13 MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 *PREFERENCES*

Experience with teens (target age group: ages 12 to 18). Knowledge of resources available for teens. Programming skills for teens. Outreach and promotion to teens. Capability to effectively use a variety of computer resources, especially for teens. Customer/public service experience preferred. Current with Microsoft Windows, Word, Excel, and Access preferred. Second language of Spanish, Vietnamese or Chinese encouraged.

SELECTION/SKILLS TESTS REQUIRED 15

However, the Department may administer a skill assessment evaluation.

16 SAFETY IMPACT POSITION

X Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 <u>SALARY INFORMATION</u>

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 13

\$25,090 – 32,396 Annually \$965 - 1246 Biweekly

18 **OPENING DATE** August 9, 2006

19 **CLOSING DATE** August 22, 2006

20 APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer